

## APPLICATION INSTRUCTIONS

Applicants must be between the ages of 18 and 60. An application form (OF-612) or a resume must include the position title and/or the vacancy announcement number and be submitted to the below mailing or e-mail address. **Information on a relative(s) currently or previously employed by the U.S. Government must be provided. An employment offer will not be made until the information is verified.**

American citizens and third-country nationals are required to possess a valid Thai residency visa. A copy of the residence permit and passport photo page must be attached with the application/resume.

Mailing address:       Regional Human Resources Office  
                              American Embassy  
                              120 – 122 Wireless Road  
                              Bangkok 10330  
                              Thailand  
                              (Attn: Recruitment)

E-mail address: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)

Fax: 0-2205-4928

**\*\* PLEASE DO NOT ATTACH PHOTO\*\***

## OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612

You may apply for most jobs with a resume, this form, or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

<b>1</b> Job title in announcement		<b>2</b> Grade(s) applying for	<b>3</b> Announcement number
<b>4</b> Last Name	First and middle names		<b>5</b> SSN/Thai ID Card Number
<b>6</b> Mailing address include ZIP Code			<b>7</b> Phone Numbers (include area code) Daytime Evening

### WORK EXPERIENCE

**8** Describe your paid and nonpaid work experience related to the job for which you are applying. Do not attach job descriptions.

Job title

**1)**

From	To	Salary Baht	Per	Hours per week
Employer's name and address				Supervisor's name and phone number

Describe your duties and accomplishments

Job title

**2)**

From	To	Salary Baht	Per	Hours per week
Employer's name and address				Supervisor's name and phone number

Describe your duties and accomplishments

Please use a continuation sheet for completing work experience

**9** May we contact your current supervisor?

YES ☐ NO ☐ → If we need to contact your current supervisor before making an offer, we will contact you first.

## EDUCATION

**10** Mark highest level completed. Some Secondary/High School ☐ Vocational/Technical ☐ Bachelor ☐ Master ☐ Doctoral ☐

**11** High School, College and universities attended. Do not attach a copy of your transcript unless requested.

Name <b>1)</b>		Major(s)	Minor(s)	Degree-Year (if any) Received
City	Country			
Name <b>2)</b>		Major(s)	Minor(s)	Degree-Year (if any) Received
City	Country			
Name <b>3)</b>		Major(s)	Minor(s))	Degree-Year (if any) Received
City	Country			

**12** **Job-related** training courses (give title and year). **Job-related** skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.) **Job-related** certificates and licenses (current only). **Job-related** honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking and performance awards).

**13** **Language Skills** (Thai, English, others)

**14** Do you have a relative currently or previously employed by the U.S. Government? YES ☐ NO ☐  
If yes, please provide the name and relation of your relative and the hiring office.

**For Third Country Nationals, please indicate the country of your citizenship**

Are you currently residing in Thailand? YES ☐ NO ☐  
If yes, please provide a copy of your passport showing the residency status.

**Are you a U.S. Citizen?** YES ☐ NO ☐

**For U.S. Citizens** - Are you a family member of U.S. Employee? YES ☐ NO ☐  
- Are you a member of household? YES ☐ NO ☐  
- Are you a U.S. Citizen currently residing in Thailand under a Thai resident visa? YES ☐ NO ☐  
If yes, please provide a copy of your passport showing the residency status.

## APPLICANT CERTIFICATION

**15.** I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. **I understand** that any information I give may be investigated.

SIGNATURE \_\_\_\_\_

DATE SIGNED \_\_\_\_\_